

C - XI  
PROCUREMENT ANALYST  
OCCUPATIONAL GROUP [328]

CODE NO. 12158

## PROCUREMENT ANALYST

### Duties and Responsibilities

This class of positions involves responsible professional and supervisory work, with varying degrees of latitude for independent initiative and decision making, in the development and management of contracts for services and in the procurement of goods, services and/or construction. All work is performed in accordance with agency, city, state and federal requirements and procedures including those of the Procurement Policy Board and the Mayor's Office of Contracts. This title shall not be used to replace the technical functions of engineering, engineering-related, or other titles involved in construction activities. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

### Assignment Level I

Under supervision, with some latitude for independent initiative and decision making, assists procurement personnel in purchasing goods, services and/or construction, and/or in processing procurement documents and contracts; confers with, advises and assists operational, technical and professional staff in the procurement process, and manages contracts for services as assigned.

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PROCUREMENT ANALYST (continued)

Assignment Level I (continued)

Examples of Typical Tasks

Reviews purchasing requisitions and procurement and contract documents, checking descriptions and specifications to determine their accuracy and adequacy and consults with appropriate agency staff to adjust possible discrepancies. Participates in preparation of small purchase solicitations and the solicitation of bids and suggests possible sources of supply.

Participates in the tabulation and analysis of bids, the examination of samples and the investigation of bidders and prospective contractors.

Examines relevant publications and becomes familiar with market conditions, price trends and trade practices.

Obtains data needed in the preparation of invitations for bid and requests for proposal and determines appropriate solicitation procedures. Prepares documents for bid and/or proposal solicitations and for processing of contract awards, registrations and modifications; organizes bidders' packages for solicitations; develops bid schedule, identifies special conditions, determines level of competition and solicits bids and proposals from potential contractors.

Reviews bids and proposals submitted by vendor/providers to ensure conformity to agency, city, state and federal requirements. Enters and retrieves data from automated information systems and obtains information relating to ability of vendors and contractors to provide goods and services in a timely manner.

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PROCUREMENT ANALYST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Prepares required procurement documentation. Reviews bid offerings; selects lowest bidder; prepares recommendations for awards. Prepares, reviews and modifies routine contract specifications and conditions of purchase; participates in contract negotiations.

Follows up on problems regarding delivery of goods and services and prepares periodic progress reports on procurement status. Makes reports on contractors' performance. Acts as primary liaison between the agency and contractors, vendors and business representatives.

To ensure contract compliance, monitors the performance of a number of contractors through on-site inspections and review of standard reporting documents and through analysis of all documents submitted for review, including agency audit reports.

Assignment Level II (See Special Note under Qualification Requirements)

Under general supervision, with latitude for independent initiative and decision making, performs work of moderate difficulty in the procurement of goods, services and/or construction and in processing procurement documents and contracts; confers with, advises and coordinates operational, technical and professional staff in the procurement process; and performs professional work of moderate difficulty managing contracts for services. In addition to performing the tasks described under Assignment Level I, performs tasks such as the following:

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PROCUREMENT ANALYST (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Prepares solicitation documents required for all methods of procurement of routine or moderate complexity. May develop descriptions and specifications in order to establish routine requirement/system contracts for City or Agency-wide use.

Reviews all solicitation documents submitted by contractors to ensure conformity to solicitation requirements and prepares summary analyses and recommendations for supervisory staff. May provide technical assistance to contractors in preparing responses to solicitations.

Monitors the operations of funded programs to ensure contract compliance and assists contractors in developing more efficient/effective approaches to program administration. Reviews statistical and budgetary data submitted by contract agencies. Prepares fiscal summary reports; may make recommendations to supervisory staff concerning provision of additional funding or defunding of existing programs/contracts.

May assist in developing research methods and instruments; carries out research projects.

Reviews bids and quotations to determine most reasonable price in relation to market conditions; examines samples of items to determine compliance with specifications or standards, accepting substitute items when appropriate.

Analyzes and provides information on vendors' and contractors' past performance, financial status and other factors which might affect delivery, timeliness or quality of contracted goods and services.

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PROCUREMENT ANALYST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Makes recommendations for contract awards, including sole source contracts, contract modifications, buy-against transactions and formal requests for time extensions for procurement activities of greater complexity and scope.

Reviews recommendations and procurement documentation prepared by subordinates.

May supervise subordinate staff.

May directly monitor the contractor's performance to ensure contract compliance or assist contract monitors in a consultative capacity. Makes final evaluation of contract performance at expiration of contract.

In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level III (See Special Note under Qualification Requirements)

Under general supervision, with considerable latitude for independent initiative and decision making, performs very responsible and highly complex or supervisory work in purchasing goods, services and/or construction, and in processing procurement documents and contracts; confers with, advises and coordinates operational, technical and professional staff in the procurement process; performs complex professional/supervisory work involved in the development and management of contracts for services. In addition to performing the duties of Assignment Levels I and II, performs tasks such as the following:

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PROCUREMENT ANALYST (continued)

Assignment Level III (continued)

Examples of Typical Tasks

Prepares specifications and documents required for all solicitation methods, Requirements Contracts and other highly complex and specialized purchases, such as electronic/electrical/mechanical equipment, firefighting apparatus and specialized vehicles.

May supervise staff of one or more work units, coordinating the day-to-day activities of a number of professionals carrying out contract management and compliance monitoring duties. Establishes and maintains supervisory controls to ensure the unit's work is processed in a consistent and timely manner. Provides subordinates with training in agency policies and procedures, as well as in federal/state/city regulations governing programs. Evaluates subordinates' performance.

Studies contract proposals and subordinates' recommendations to ensure they meet requirements. Evaluates contract performance reports and recommendations submitted by subordinates, as well as agency audits and fiscal documents to ensure contract compliance.

Prepares summary reports and recommendations to continue funding, provide additional funding of defund contracted programs and services.

May develop research methods and interests; supervises the research activities of subordinates; carries out highly complex research projects.

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PROCUREMENT ANALYST (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Examines and reviews recommendations regarding appropriateness of special case solicitations. Reviews and provides recommendations for contract awards, modifications, buy-against transactions, formal requests for time extension on contracts, etc.; recommends approval or disapproval of contracts for goods or services on an emergency basis.

Conducts contract negotiations. Provides technical expertise to contractors in the developmental stages of their contracts. Provides clarification of terms and conditions of contracts to contractors.

Obtains corrective action where contractor has failed to provide contracted goods or services or is deficient in honoring terms of contractual agreement. Makes recommendation for non-award or cancellation of contract based on contractor's non-responsibility, and poor or non-performance.

May, during the temporary absence of immediate superior, perform the duties of that individual.

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PROCUREMENT ANALYST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and 6 months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full-time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and six months of experience as described in "1" above.



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Qualification Requirements (continued)

SPECIAL NOTES:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

Direct Lines of Promotion

From: None

To: Administrative Procurement  
Analyst (M 82976)